



# Example of Logistics Executive Job Description

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Our company is growing rapidly and is hiring for a logistics executive. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for logistics executive

- May lead the small group of people
- Develop KPI and obtaining approval ensure execution
- Delivery monitoring & fulfillment
- Assist in overall Site Procurement requirements for both Direct & Indirect materials
- Assist with Logistics documentation/delivery tracking/receiveing
- Ensures timely and fast deliveries of ordered materials
- Tracks order acknowledgement, prepares and communicates shortage and backlog reports, and provides visibility of potential interruptions to internal customers
- Tracks Site orders and confirms lead times, delivery dates, and costs
- Reviews, updates, and maintains purchase orders until they are closed
- Ensures Site orders adhere to supplier agreements and contracts

## Qualifications for logistics executive

- Bachelor's Degree or Diploma / Degree in Logistics Management or equivalent experience
- Minimum of 3-5 Years of experience in Logistics & Warehouse
- Degree qualified, preferably MBA
- A professional degree in Logistics Management would be advantageous
- Motorcycle license and own bike is a plus

